

Airspace Strategy Board

Terms of Reference

November 2018

Purpose This document sets out the terms of reference for the Airspace Strategy Board. It includes a description of the Board's function, scope, membership, roles, meeting arrangements, interfaces, challenges and risks.

1. Context

- 1.1 The Airspace Strategy Board (ASB) is responsible for engagement on strategic policy direction for UK airspace modernisation. Airspace Modernisation is defined as “*changing and developing its structural design, and the operational concepts and technology that are used to fly and manage air traffic*”.
- 1.2 The ASB is chaired by the DfT Aviation Minister and demonstrates the strategic leadership role of the UK government with regard to airspace modernisation.
- 1.3 The DfT and the CAA are co-sponsors of airspace modernisation in the UK.

2. Function of the Airspace Strategy Board

- 2.1 The ASB brings together a wide range of interested major stakeholders to discuss national airspace policy and the strategic objectives of UK airspace modernisation.
- 2.2 The ASB supports the national airspace modernisation programme in achieving its objectives, as defined in the Aviation Strategy Green Paper and CAA AMS.
- 2.3 The Board will advise DfT on potential changes to the overarching policy, regulatory, legal and funding framework if these are required to address delivery issues in the airspace modernisation programme and to ensure the programme achieves the target outcomes.
- 2.4 The co-sponsors will lead on updating the ASB, with other governance groups reporting issues to the ASB up the governance chain via the co-sponsors. The ASB may also receive delivery updates from other groups where requested.

3. Scope and Authority

- 3.1 To set the strategic policy direction for the UK airspace modernisation and to consider potential policy changes where these are required to develop policies that aim to ensure the programme delivers the benefits and target outcomes.
- 3.2 The ASB will provide advice to the DfT Aviation Minister and DfT Secretary of State and the government in order to consider and implement policy change if required.
- 3.3 To support the programme in achieving the objectives published in the Aviation Strategy Green Paper and the CAA AMS.
- 3.4 To receive updates on delivery of airspace modernisation from other groups in the governance structure where requested.
- 3.5 To engage with a wide range of interested major stakeholders.

3.6 To commission papers, updates or information from groups within the Airspace Modernisation Governance Structure.

3.7 To keep the overall UK Airspace Modernisation Governance structure under review.

4. Group Membership

4.1 The ASB membership is comprised of a wide range of stakeholders. Membership will be kept under review.

4.2 The table below sets out the ASB membership at initiation.

Organisation	Number of reps	Expected attendees
DfT	5	DfT Aviation Minister (Chair) DfT Aviation Director DfT Aviation Policy Deputy Director DfT Aviation Capacity Director DfT Non-Executive Director
CAA	1	CEO or nominated representative
NATS	1	CEO or nominated representative
MOD	1	Assistant Chief of The Airstaff (ACAS)
Scottish Government	1	
Welsh Government	1	
Northern Irish Government	1	
IPA	1	
ICCAN	1	Head Commissioner
Airports	5	AOA x 1 Airports x 4
Airlines	2	Airlines UK x 1 Airlines x 1
General Aviation	1	
Community noise groups	2	ANEG community representatives to nominate
Airport Consultative Committees	1	ACC secretary to nominate
Environmental	2	Aviation Environment Federation Sustainable Aviation
Local Authorities	1	SASIG

4.3

5. Meeting Arrangements

- Meetings shall be held three times a year and be held at the DfT
- The first meeting will be held in October 2018. Thereafter meetings will be held every four months, subject to diary constraints or other reasons for scheduling at a different time.
- The DfT Aviation Minister will set the agenda but welcomes suggestions from members on topics or issues together with the following standing agenda items:
 - a. Vision, objectives & benefits
 - b. Communications & stakeholder management
 - c. Delivery progress
 - d. International considerations
 - e. AOB
- Meeting minutes will be made publically available on the DfT website
- The Board will be supported by a secretariat from the Aviation Policy Division. The Secretariat will be responsible for:
 - Scheduling meetings;
 - Preparing the agenda based on input from members;
 - Circulating papers by email in advance of the meeting; and
 - Drafting and circulating minutes.

6. Key Interfaces

- 6.1 The ASB sits at the top of the governance structure for the UK Airspace Modernisation.
- 6.2 The co-sponsors may choose to escalate issues to the ASB. This will be dependent on the policy or issue in question. The co-sponsors will lead on updating the ASB, with other governance groups reporting issues to the ASB up the governance chain via the co-sponsors.
- 6.3 The Board can also commission work from other groups within the UK Airspace Modernisation Governance Structure.